

**Amendments to the Specification:**

**Please insert the following new paragraph at page 6, line 8 of the specification:**

FIG. 12 depicts a full form and a brief form, according to an embodiment of the present invention.

**Please replace the paragraph beginning on page 26, line 16, with the following rewritten paragraph:**

For example, a brief memo view 1210 depicted in Figure 12 may display a selected portion of a memo, such as the body of the text. If the body field is longer than the screen size, then a portion of the body field may be displayed. Other fields may be selected by the user. A full memo view 1220 may include a from field, date field, send to field, copy to field, subject field, body field, and other fields. Actions associated with a memo may include reply, delete, fax, forward, switch view and other actions and viewing options.